

**TOWN OF
NOTTINGHAM, NH**



**MUNICIPAL BUILDINGS
USER POLICY**

As updated and approved by the Board of Selectmen on May 19, 2014

The Town of Nottingham maintains meeting rooms in the Community Center and other buildings such as the Old Town Hall for town sponsored & co-sponsored programs for the benefit of the community. The meeting rooms are also available to community groups and agencies, which engage in cultural, civic, intellectual, educational, or charitable activities. The town recognizes the rights to free speech and free assembly. Granting permission to use the town facilities does not constitute an endorsement of the users or their beliefs by the Town or the Board of Selectmen. Access to the meeting rooms is open to all regardless of race, religion or gender. Persons using the meeting rooms are subject to all rules and regulations for town buildings. All scheduling of the meeting rooms is done through the Recreation Department. **The Recreation Director and/or Board of Selectmen reserve the right to revoke meeting room privileges at any time and to change or amend the provisions of this policy without notice.**

ROOM RESERVATION

1. All reservations are processed in the order they are received. However, it may be necessary for a municipal meeting to be moved to a larger room at the time of the meeting. In that case, municipal events will be given priority and reasonable accommodations will be made if possible for displaced groups.
2. Second priority will be given to persons or non-commercial organizations based in Nottingham.
3. All groups must complete a Municipal Buildings Reservation Form before their initial meeting and provide a certificate of insurance naming the Town of Nottingham as an additional insured.
4. All applications will be reviewed by the Recreation Director and/or the Board of Selectmen.
5. All groups using the meeting rooms on an ongoing basis must reapply annually after July 1 for the upcoming September through August period. Permission to use the facility is granted to a specific group and coordinator and cannot be transferred to another individual or group without notifying the Recreation Director.

FEES

1. There is no fee for persons or non-commercial organizations based in town that are holding meetings to benefit the community (Boy Scouts, Girl Scouts, etc.). For large events sponsored by these organizations, a rental fee may be requested.
2. If available, the meeting rooms may be reserved by residents or non-residents for non-commercial purposes such as birthday parties, baby/wedding showers etc., for a fee payable to the Town of Nottingham prior to the event.

3. Fee charges:
 - a. **Non-commercial, private party or organization/resident** - \$50.00 per day (9 hours)
 - b. **Non-commercial, private party or organization/non-resident** - \$75.00 per day
 - c. **For profit organization/resident** - \$100.00 per day
 - d. **For profit organization/non-resident** - \$125.00
4. Proof of residency and/or non-profit status must be submitted with reservation.
5. For profit organizations renting the facility must have a liability insurance policy, with minimum coverage of one million dollars.
6. All fees may be waived by the Town Administrator upon the recommendation of the Recreation Director based on local interest, educational and/or community service program.

CANCELLATION OF MEETINGS

1. The Recreation Department must be notified of the cancellation of a meeting as soon as possible so the calendar can be adjusted.
2. If the Town is forced to close the building due to weather or any other circumstance, a reasonable effort will be made to notify the contact person named on the Reservation Form.
3. Each organization is responsible for notifying participants of the cancellation.
4. The town is not responsible for any cost or inconvenience incurred by the organization or individuals.

PROPERTY DAMAGE

1. The Town of Nottingham and its employees are not responsible for personal articles.
2. The town assumes no responsibility for the safety of any property brought onto the premises.
3. Any damage to town property, even if accidental, is the responsibility of the organization or individual using the room. Damage must be reported to the Recreation Department within 24 hours, or the next business day. In addition, all injuries or incidents, including vandalism and theft, must be reported to Recreation Department within 24 hours.

USE OF THE MEETING ROOMS

1. No smoking is allowed anywhere inside the town buildings.
2. No alcoholic beverages are allowed on town property.
3. Consumption of all refreshments should be monitored by the group leaders. Spills should be cleaned up immediately and the area should be washed as well.
4. The meeting rooms shall be left in a clean and orderly condition.
5. Trash is the responsibility of the user. Trash should be collected and disposed of in the dumpster located near the entrance to the parking lot. Excessive trash (more than 1 large bag) should not put in the dumpster but removed from the premises by the group sponsoring the event.
6. Groups using the facility are responsible for meeting room setup.
7. All chairs, tables etc. shall be returned to their original position.
8. Use of recreation equipment during any event is not allowed unless prior arrangement has been made with the Recreation Director.

9. Occupancy is limited by the Fire Marshall to:
 - Multi- Purpose Room – 280 persons
 - Conference Room #1 – 60 persons
 - Conference Room #2 – 34 persons
 - Kitchen – 40 persons
 - Community Room – 40 persons
 - Old Town Hall – 74 persons
10. Programs may not disrupt normal town operations. This facility is open to the public and other groups may be in the building at the same time as your event. Please make sure that everyone refrains from using any violent or disorderly behavior including obscene or profane language while on the grounds.
11. Groups must supervise any children associated with their meeting, both inside and outside on Community Center grounds.
12. No group may imply or state in its publicity that the Town has sponsored or supported its meeting or group.
13. Materials may be displayed inside the meeting room one half hour prior to, during and one half hour after the meeting. All material and equipment must be removed from the premises after the meeting.
14. Tacks, push pins or similar hardware should not be used.
15. If tape has to be used it should be removed entirely and any damage repaired.
16. The person in charge of the event/activity is fully responsible for making sure that the regulations are followed. This person is financially responsible for damages that occur, proper supervision and actions of the participants, and for a satisfactory clean-up and lock up of the facility. Any activity in violation of these regulations, Town Ordinances, or NH state law is prohibited, and will result in forfeiture of existing permits and denial of future use for the designated user, group and/or organization.

CHILDREN

1. Children under the age of ten (10) must be accompanied by an adult at all times, both inside and outside, especially at the Community Center playground.
2. Parents or guardians attending a meeting room function may not leave any child under ten (10) years of age unattended in the Community Center. Any other children who are in any way disruptive or uncooperative will be asked to join his parent or guardian.
3. Youth groups must have an adult sponsor and one adult in attendance for every ten (10) young people.

PARKING

1. Groups are responsible for informing attendees of the parking regulations at the facility.
2. All cars should park in the lower parking lot at the community center or other designated spots along the hill. Driveway should be left open at the Old Town Hall.
3. Handicapped parking spots are for handicapped **only**, no matter when the event occurs. Police will ticket cars.



**TOWN OF NOTTINGHAM, NH
MUNICIPAL BUILDINGS RESERVATION FORM**

Let this document stand as the official contract between the Town of Nottingham Recreation Department, and _____

_____ (Initial) I will be responsible for replacing, repairing or otherwise restoring any part of the facility we may damage.

_____ (Initial) I do hereby waive, release, absolve and agree to hold harmless the town of Nottingham, and its paid and volunteer employees for any claim arising out of injury to myself, spectators, participants and their belongings and/or equipment.

_____ (Initial) I acknowledge that I have read, I understand and agree to the conditions of the municipal buildings user policy and the above waiver.

GROUPS ONLY:

GROUP NAME: _____

GROUP CONTACT: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Dates of Rental and Times: Please specify dates and times. Placement will be determined by order of submissions. Please check the calendar, [ONLINE](#) on the Town Website before submitting your group requests. Recreation programs will get first priority in scheduling.

PARTIES AND EVENTS ONLY:

NAME: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Date of Event or Party: _____ Time: _____

Signature: _____ Date: _____

Checks Made Payable to **TOWN OF NOTTINGHAM**

Date Approved: _____ Approved By Initials: _____ Check#/Cash: _____ Amount: _____